

Job Description



Wastewater Supervisor

Department: Wastewater

Salary Grade: M16 -Range \$63,750 - \$85,000

Reports To: Public Works Director

FLSA: Standard/Exempt

Purpose:

Responsible for directing and managing the Wastewater Treatment Plant operations.

Essential Job Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties as assigned.

- Provides general management responsibilities for the wastewater systems and operations of wastewater collection operation.
- Develops and recommends to the Public Works Director short- and long-range plans and programs for wastewater collection; initiates engineering studies for the continuous improvement of wastewater collection.
- Coordinates with Public Works Director for support services necessary to provide for the design and construction of wastewater facilities.
- Organize the operational demands and work flow of the Wastewater treatment plant; makes major changes in structure, methods, procedures, and work flows to reflect changes and operation demands.
- Prepares and submits the capital improvement plan and annual budget requests to the Public Works Director for Wastewater.
- Provides periodic written and oral reports, to the Director of Public Works and City Manager concerning work performed, status of projects, and related issues of functions under charge.
- Assure the quality of wastewater produced meets regulations set by federal, state, and local agencies, and ensures stability and quality standards of bio solids.
- Ensure timely and accurate completion of required Discharge Monitoring Reports (DMRs) and Monthly Effluent Monitoring Reports (MERs).
- Monitor and evaluate the quality, responsiveness, efficiency and effectiveness of assigned wastewater programs including treatment, reuse water system, plant odor control, and operation of wet-weather high rate clarification and peak flow storage facilities
- Record and maintain detailed information on the operation of the wastewater plant and compare the results with goals, regulatory and environmental standards.
- Prepare and present staff reports and other necessary correspondence.
- Calibrates laboratory equipment.
- Monitors plant records, including operations logs, daily logs, and prepares reports as required by regulatory agencies.
- Monitors and maintains lift stations.
- Remains on call after hours, responds to departmental problems or emergencies.
- Assists regulatory agencies with annual inspections of facilities.
- Ensures plant personnel and operations meet safety and city policy requirements.
- Seeks opportunities for training and increased knowledge for employees.
- Regular and punctual attendance.

Knowledge, Skills and Abilities:

- Performs a full range of supervisory duties over employees including recruitment, selection, training, counseling, evaluating, discipline and termination.
- Develops and/or approves employees' recommendations regarding expenditures, procedures, and guidelines, assures full distribution, understanding and integration of adopted procedures and guidelines within the organizational units, including all citywide policies and procedures.
- Review recommendations from water/wastewater personnel; takes action to promote, demote, transfer, or reclassify employee personnel; assures that established personnel policies are carried out; makes salary recommendations to the Public Works Director

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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- Coordinates the various operations of the water/wastewater field operations and functions; establishes broad priorities and work sequences; allocates equipment, material and manpower.
- Ability to establish and maintain effective working relationships with employees, associates, subordinates, municipal officials, representatives of other agencies and the general public.
- Ability to communicate effectively both verbally and in writing.
- Performs other duties as assigned by the Public Works Director or City Manager.

Minimum Qualifications:

- Seven years of progressively responsible experience in wastewater utilities, at least four of which have been in a supervisory capacity.
- Possession of a Class "B" Wastewater Operators' License as issued by T.C.E.Q.

Licenses and Certifications:

- Must have a valid Texas Class "C" Driver's License and must meet the City's driving standards.
- Possession of a Class "B" Wastewater Operators' License as issued by T.C.E.Q.
- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check.

Work Environment/Physical Requirements:

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent walking, standing, sitting, bending, stooping, pushing, pulling, reaching, handling, fine dexterity, kneeling, crouching, crawling, bending, twisting, climbing, use of hand and foot control.
- Lifting and carrying of moderate (12-20 pounds) and/or in some instances heavy (21-50 pounds) items and occasionally heavier (100 pounds plus) items.

Preferences:

- Class "A" Waste Water Operators License.
- Bilingual in Spanish and English.

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This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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